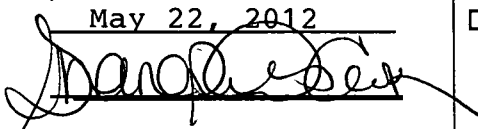



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M307 <hr/> Page 1 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description Supercedes Schedule C-527	Retention
100 100A 100B 100C	BOARD OF MANAGERS, COMMISSIONS, APPOINTED COMMITTEES, LEGAL, & ORDINANCES, MISC. -Meeting Agendas, Minutes, Briefing Materials, -Audio Recordings -Forms to Convene a Closed Meeting and Executive Session Notices	Retain permanently, transfer every two years to the Maryland State Archives.
100D	-Adopted, original signed Resolutions, Charter amendments, Proclamations, Policies, Ordinances and related legislative reference material	Retain permanently, transfer every two years to the Maryland State Archives.
100E	ELECTIONS -Ballots (including absentee) and results	Retain for two years from the election date, then destroy.
100F	-Financial Disclosures	Retain for two years from date of filing, then destroy.
101 101A 101B 101C	PERSONNEL -Recruitment files -Personnel Records/Jackets, including employment application, background investigation materials, performance evaluations, etc.	Retain for five years after employment termination date and then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date <u>May 22, 2012</u> Signature <u></u> Typed Name <u>Shana R. Davis-Cook</u> Title <u>Village Manager</u>		Schedule Authorized by State Archivist Date <u>6/18/2012</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307
		Page 2 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
102	PERMITTING	
102A	-Building permit applications and supporting materials for administrative permits.	Screen every 5 years and destroy material having no further legal, administrative, fiscal or historical value.
102B	-Building permit applications and supporting materials for variances, special permits and appeals	Retain permanently, transfer every two years to the Maryland State Archives.
102C	-Utility and communications company plans	Retain until superseded and then destroy.
103	GENERAL	
103A	-Monthly Newsletters	Screen every two years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
103B	-Official Correspondence	
103C	-Project or Official Action Notices	
103D	-Press releases	
103E	-Interdepartmental Memoranda	
103F	-Studies	
103G	-Directives	
103H	-Maps and plans of rights-of-way, parks and the Village Hall	
103I	-Village Hall deed and covenants	
103J	-Miscellaneous files relating to the administration of the government	
103K	-Hall rental applications	
103L	-Class applications	
103M	-Work Orders and Requests for Service	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307
		Page 3 of 4
Agency Chevy Chase Village		Division/Unit Police Department
Item No.	Description	Retention
104	POLICE DEPARTMENT	
104A	-Citations (municipal, yellow copies of State citations, warnings)	Retain for ten years, then destroy.
104B	-General Orders	
104C	-Grant information	
104D	-Police reports: auto collision and incident	
104E	-Department Personnel Files (sworn officers only), including internal investigations	Retain for five years after employment termination date and then destroy.
104F	-Miscellaneous files and reports	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
104G	-Audio recordings	Retain for one year, then destroy.
104H	-Record of expunged files	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307
		Page 4 of 4
Agency Chevy Chase Village		Division/Unit Administration/Finance and Accounting
Item No.	Description	Retention
105	FINANCE AND ACCOUNTING	
105A	-Annual Financial Statements and Uniform Financial Reports (independent audit reports)	Retain permanently, transfer every five years to the Maryland State Archives.
105B	-Official documents related to the creation of the annual budget and the annual financial statements	
105C	-Payroll related documents (including time sheets, leave requests, leave logs, federal and state tax withholding forms and statements)	
105D	-Accounting files (purchase orders, paid invoices, bank deposits, payment receipts, bank statements)	Retain for five years then destroy.
105E	-Post Office Lease Agreements	Retain for five years from contract termination, then destroy.
105F	-Contracts	
105G	-Requests for Proposals and Responses	
105H	-Requests for Bids and Responses	
105I	-Certificates of Insurance	